

JOB DESCRIPTION: SINGING TEACHER

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	Singing Teacher
Responsible to:	Director of Music
Hours of work:	Deliver 27 lessons of 30 minutes to the assigned pupils over the course of the school year (currently approx. 4 - 5hrs per week)
Commencement Date:	1 st September 2026
Notice Period:	One full School term

Overview

The post holder will be responsible to the Director of Music and will deliver inspirational and appropriately planned singing lessons to the assigned pupils.

Key Tasks

- Timetable lessons using the scheduling tool on the SOCS management system
- Consult Pre-Prep class teachers at the start of the academic year in order to set a mutually convenient time for a fixed lesson slot. To rotate Y4-8 lessons strictly (as far as possible, bearing in mind pupil list and disruption due to school events) throughout the timetable week by week, to minimise disruption to academic lessons.
- Consult/inform the Director of Music in the event of any continuing problem with pupil/parent.
- Write progress reports twice a year (December and June) using ISAMS
- Where appropriate, prepare pupils for external examinations, including aural and sight-reading practice (including ABRSM and LAMDA Musical Theatre). Ensure Director of Music has access to appropriate accompaniments for examination pieces.
- Encourage and put forward pupils for concert performances and/or membership of school ensembles. Ensure Director of Music has access to accompaniments in good time.
- Report persistent pupil absence/lateness to the Director of Music.
- Liaise with parents where appropriate, particularly where there is a concern over motivation, progress or practice regime.

- Maintain a register and complete termly spreadsheet supplied by the Finance Manager for the number of lessons taught and music supplied.
- Order necessary music from Stamford Music Shop and submit signed invoice and list of recharges to the office as soon as is possible. Always use legal copies.

Knowledge, Skills and Experience Required

Essential

- Hold the appropriate qualification at least at degree level.
- Experience of delivering individual singing lessons with proven success and pupil progress.
- Ability to communicate effectively and in a timely manner.
- Ability to work under own initiative and be flexible.
- Enthusiasm, energy and commitment.
- A full and active commitment to the welfare and safeguarding of children and young people – pastoral care has a high priority in the School and, as with all staff, the successful candidate will be highly committed to this aspect of the job.

Desirable

- Further interests and skills that allow for a contribution to other aspects of life in the School are equally welcome.

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.